

**CONFIDENTIAL**

DD/S 71-1489

29 APR 1971

*Bldg 71A/10*

**MEMORANDUM FOR: Acting Director of Logistics**

**SUBJECT: Retirement Parties**

1. Recently several requests were received to hold retirement parties in the Rendezvous Room, principally because the Rendezvous Room is larger than the Executive Dining Room and would therefore accommodate a larger group of employees. I share your concern regarding the added disruption occasioned by a party in the Rendezvous Room in view of its location off a main corridor of the first floor, and I believe that the Rendezvous Room should be used for this purpose as an exception and only when the party cannot be accommodated in the Executive Dining Room. We should avoid "advertising" that there is a choice.

2. Accordingly, retirement parties or similar functions involving up to 125 guests should be held in the Executive Dining Room. Functions involving more than 125 guests should be held in the Rendezvous Room. OL/LSO should schedule as appropriate. Since the same staff is involved, only one party can be held on a given evening.

3. Such functions in either location may not begin before 1730 hours and should be terminated by 1930 hours. Non-employee guests should generally be limited to the spouse and grown children of the employee being honored.

(signed) John W. Coffey

**John W. Coffey**  
Deputy Director  
for Support

EO-DD/S:CND/ms (21 Apr 71)  
Revised:DD/S:IWC/ms (28 Apr 71)  
Distribution:

- Orig & 1 - Adse
- 1 - DD/S Chrono
- 1 - DD/S Subject ✓

**CONFIDENTIAL**

Mr. Coffey:

Ref paragraph 2 how do  
they know in advance how  
many people will be coming?

Miriam 4/22

MEMORANDUM FOR: Director of Logistics

SUBJECT : Retirement Parties

1. Recently several requests were received to hold retirement parties in the Rendezvous Room, principally because the Rendezvous Room is larger than the Executive Dining Room and would therefore accommodate a larger group of employees. I share your concern regarding the added exposure occasioned by a party in the Rendezvous Room in view of its location off a main corridor of the first floor, and I believe that the Rendezvous Room should be used for this purpose as an exception and only when the party cannot be accommodated in the Executive Dining Room.

2. Accordingly, retirement parties or similar functions involving up to 125 guests should be held in the Executive Dining Room. Functions involving more than 125 guests should be held in the Rendezvous Room. OL/LSD will schedule as appropriate. Since the same staff is involved, only one party can be held on a given evening.

3. Such functions in either location may not begin before 1730 hours and should be terminated by 1930 hours. Non-employee guests should generally be limited to the spouse and grown children of the employee being honored.

John W. Coffey  
Deputy Director  
for Support

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### OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS | DATE | INITIALS |
|----|------------------|------|----------|
| 1  | Mr. Coffey       |      |          |
| 2  |                  |      |          |
| 3  |                  |      |          |
| 4  |                  |      |          |
| 5  |                  |      |          |
| 6  |                  |      |          |

|             |              |                |
|-------------|--------------|----------------|
| ACTION      | DIRECT REPLY | PREPARE REPLY  |
| APPROVAL    | DISPATCH     | RECOMMENDATION |
| COMMENT     | FILE         | RETURN         |
| CONCURRENCE | INFORMATION  | SIGNATURE      |

#### Remarks:

[ ] tells me that the ideal crowd for an Executive Dining Room cocktail party is 100, and that the maximum for that Room would be 130 (this would be somewhat crowded). Don tells me that the Director stated that no cocktail party would start before 5:30 PM, and Don says they follow a 7:30 PM close off time. I would recommend that we use 125 as the break-point between Exec Dining Room and Rendezvous Room.

FOLD HERE TO RETURN TO SENDER

| FROM: NAME, ADDRESS AND PHONE NO. | DATE    |
|-----------------------------------|---------|
|                                   | 4/19/71 |

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